

ADO Policies and Procedures

A. PERSONAL AFFAIRS

- It is important that all personal affairs be completed prior to arrival. Students will not be excused from scheduled activities in order to conduct personal business (to include official photos) since there is a mandatory number of training days/hours for the ADO Course, and students must be present for all training days to complete the course.
- FOR INDIVIDUALS ON OVERSEAS PCS ORDERS: Ensure you have your ticket or port call prior to departing your present duty station. Passports and immunizations for family members need to be taken care of prior to departing from your last duty station. There is no free/personal time during the course.

NOTE: Free time during the course is extremely limited during the week. Weekends and holidays are generally free of scheduled activities; however, academic projects might be assigned.

B. STANDARDS OF APPEARANCE & CONDUCT

- FT Rucker is a training post where strict adherence to standards of military courtesy and appearance is the norm. The School enforces the standards in AR 670-1. Failure to maintain military appearance and courtesy will result in elimination from the course.
- The first formation of every day requires everyone to be in their respective places with the proper uniform, and all US military males will be clean-shaven (includes PT formations). Improper behavior will affect your grade and is grounds for dismissal from the course.
- Students will weigh-in on the first day of class. Army personnel not meeting the screening table for weight will undergo a tape test. For Army personnel, exceeding the screening table for weight and allowable body fat percentage per AR 600-9 are administratively disqualifying and may result in dismissal.
- A fitness evaluation will be conducted during the first week of class and be calculated into part of your grade. This evaluation will also help us form fitness groups and better prepare a fitness program for the entire class. For Army personnel, you are expected to be in shape and able to pass the AFPT at any given time per AR 350-41.
- Any medical profile that precludes you from performing aviation duties may result in dismissal from the course – you must ensure the Course Director is provided a copy of your profile to determine if you are fit for flying duties (FFD).
- **No medication will be taken unless prescribed by or with the knowledge of a flight surgeon while on flight status**, which includes your training at the School. Self-treatment, even as a health care provider, is grounds for removal from aviation service.
- Alcohol or drug abuse is incompatible with aviation and military service; the Army Policy on Alcohol/Drug Abuse is outlined AR 600-85.

C. CHAIN-OF-COMMAND Notify the Course Director if interested in a leadership position

- Class leader will be the Senior Ranking Officer (SRO) enrolled for the entire six weeks (AFSPC).
- Executive Officer (XO) or any other Special Staff is at the discretion of the class leader
- Squad leaders will be volunteers in charge of 2 team leaders and 16 squad members
- Team leaders will be volunteers in charge of 8 team
- Members of a team should report or coordinate routine or general administrative problems up the chain-of-command and the Class Leader will report this to the appropriate person (Course Director, Course Staff, School Staff, etc.)

- Urgent specifics or personal matters can be brought to the attention of the appropriate personnel or Staff at any time.
- Although we encourage using your chain-of-command, the Course Director or Course Staff will have an open-door policy for any student at any time.

D. PHONE USAGE

All phones in the hospital require an access number to dial out. The Class Leader will coordinate with the Course NCOIC to obtain one access number for the entire class. All long distance calls made on this access number are to be for OFFICIAL BUSINESS ONLY (NO PERSONAL CALLS). A log of all calls will be maintained and provided to the Class Leader, who will be responsible for identifying misuse. This access is a privilege that we have worked out with the hospital for students to conduct official business (the School does not belong to the hospital, we are merely a tenant). If phone access is abused, those abusing it will be dealt with accordingly and the entire class might lose further phone privileges from the hospital. You are responsible for your own personal long distance calls.

E. COMPUTER USAGE

- If you bring your own laptop computer, you will have a phone in your BOQ room to access the Internet. You are responsible for your own Internet Service Provider (ISP) and any long distance or access charges that might apply (check local access numbers first).
- The Aviation Technical Library, Bldg. 9204 (ph. 5-3177), is open from 0800 to 1700, Mon-Fri. They have 12 computers with Internet and FT Rucker network capabilities. Bring ID card and copy of orders.
- The Aviation Continuing Education Services (ACES) Learning Center, Bldg. 9204 (ph. 5-2776) is open from 1215-2100, Sun-Thurs. They have 20 computers with Internet and FT Rucker network capabilities. Students need to have their ID card and a copy of their orders.
- The Post Library, Bldg. 212 (ph. 5-3885), is open from 1000-1900, Tuesday-Thursday; 1000-1700 Fri; and 1200-1700, Sat and Sun. They have 6 computers with Internet capability (no FT Rucker network capability) and are available on a sign-up basis for one hour (maximum wait time is seldom an hour).
- The Hospital Library, Bldg. 301 Room V-116 (ph. 5-7350), is open from 0730-1600, Mon-Fri. Students can gain access up to 2100 by reporting to the hospital AOD (IMD shuts the computers down automatically at 2100). They have 9 computers with Internet and Southeast Regional Medical Center network capabilities.
- The hospital computer training room, Bldg 301, Rm w-137 (ph. 5-7379), is available when training is not in session. They have some computers with internet and Southeast Regional Medical Center network capabilities
- The School of Aviation Medicine has 4 computers located outside the classroom that can be accessed 24 hours a day. You will need to gain access by reporting to the AOD after hours. During class hours, you can access these computers while on breaks; it is expected that you be back in your seats when class starts.